

Summary of Complexity Levels

| Level | Typical Project Components | Typical Project Types |
|-------|--|--|
| 1 | <ul style="list-style-type: none"> Non-Engineered Plans Minimal Road Improvements Minimal Drainage Review | <ul style="list-style-type: none"> Small ROW use permit such as driveway, culvert, connection to existing catch basin Small short plat condition review with no public improvements Commercial pre-application review Small conditional use permit Revision to existing permit |
| 2 | <ul style="list-style-type: none"> Engineered Plans Required Private or Minor Public Road Improvements Small Project Drainage, Dispersion, Flow Control BMPs, Conveyance Only and/or Detention Only | <ul style="list-style-type: none"> Short urban frontage improvements, private access, or joint-use driveway Short rural road connection or shoulder improvement Larger ROW use permit such as multi-jurisdiction project Grading permits for non-road construction Conditional use permit Small commercial or infill development |
| 3 | <ul style="list-style-type: none"> Engineered Plans Required Private or Public Road Improvements Full Drainage Review with Detention and/or Water Quality | <ul style="list-style-type: none"> Urban frontage or off-site improvements Private road or long driveway Grading permits with complex drainage or road construction Preliminary short plat review, urban 3 - 9 lots Preliminary plat review, rural up to 10 lots or tracts Commercial project w/o frontage improvements |
| 4 | <ul style="list-style-type: none"> Engineered Plans Required Private or Public Road Improvements Full Drainage Review with Detention, Infiltration and/or Water Quality | <ul style="list-style-type: none"> Small public or private road system; Preliminary plat review, rural over 10 lots or tracts Preliminary plat review, urban 10 - 20 lots Grading permit with complex drainage or multiple phases Commercial project with frontage improvements |
| 5 | <ul style="list-style-type: none"> Engineered Plans Required Private or Public Road Improvements Full Drainage Review with Multiple Basins | <ul style="list-style-type: none"> Public or private road system Preliminary plat review, urban 20 - 30 lots Grading permit with complex drainage or multiple phases Large commercial project with frontage improvements |
| 6 | <ul style="list-style-type: none"> Engineered Plans Required Private or Public Road Improvements Full Drainage Review with Multiple Basins | <ul style="list-style-type: none"> Large public or private road system Preliminary plat review, over 30 lots Large commercial project with multiple frontages or off-site improvements |
| 7 | <ul style="list-style-type: none"> Engineered Plans Required Private or Public Road Improvements Full Drainage Review with Multiple Basins | <ul style="list-style-type: none"> New school Surface mine or large materials processing facilities Very large or technically complex commercial or right of way development |

Definitions of Active and Inactive Development Sites

Definition of Month of Active Construction:

Work that requires inspection is occurring on the site during the month, including but not limited to moving dirt or excavation, placing concrete, paving, and striping.

Definition of Month of Inactive Construction:

No work is occurring, and the site is closed down and stabilized for the rainy season or other reason, so that DDES need only inspect for erosion control.

Group Definitions for Permit Administration Fees

Group 1

Small, simple, easy-to-administer applications, including: residential mechanical, registered plans, special inspections, fire tank, agricultural structures accessory to a residence, basics and basic accessories and residential revisions, final short plats, alterations to short plats, separate lot recognition, subdivision exemptions, revisions, shoreline exemptions, right-of-way use, boundary line adjustments, all permit extensions, road and drainage variances and other miscellaneous services.

Group 2

Applications more complex than group 1, including: fire system permits, accessories to residence, signs, commercial mechanical, additions, mobile homes in a mobile home park, clearing and grading, final plats, binding site plans, final planned unit development applications, alterations to final plats, or planned unit development and engineering plans.

Group 3

Applications more complex than group 2, including: new residences, small non-building permits, commercial tenant improvements and revisions, building modifications, permits issued subject to field inspection, stand-alone agricultural buildings, mobile homes on raw land, variances, shoreline, preliminary short plats, and SAO utility exceptions.

Group 4

Applications more complex and difficult than group 3, including: new commercial buildings, new multifamily buildings, large new non-building structures, preliminary plats, variances, conditional use permits, special use permits, zone and shoreline reclassifications, or other permits with complex processing such as commercial site plans.